



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING  
OF THE WATER AND WASTEWATER COMMITTEE  
OF THE TOWN OF DISCOVERY BAY**

**THURSDAY, November 16, 2017**

**STANDING WATER AND WASTEWATER COMMITTEE REGULAR MEETING 4:00 P.M.**

**Community Center**

**1601 Discovery Bay Boulevard, Discovery Bay, California**

**Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**Water and Wastewater Standing Committee Board Members**

*Chair Bill Pease*

*Vice-Chair Kevin Graves*

**A. ROLL CALL**

1. Call business meeting to order 4:00 p.m. – By Chair Pease
2. Roll Call – All present with the exception of Vice-Chair Graves
3. Vice-Chair Graves arrived at 4:07 p.m.

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

None

**C. DRAFT MINUTES TO BE APPROVED**

1. October 25, 2017 Water and Wastewater Standing Committee Special DRAFT meeting minutes – Approved.

**D. DISCUSSION ITEMS**

1. Discussion regarding the RFP process for the Operations and Maintenance (O&M) Manual for Wastewater Treatment Plant.

District Engineer Harris – Provided the details of the Operations and Maintenance manual related to clarifying the process, a review of Policy 011 - Purchasing and Procurement, and the three (3) options:

1. Proposal from Stantec
2. Directly solicit Engineering Firms
3. Formal RFP for Engineer Services

There was discussion regarding the options for the O&M Manual; Proposal from Stantec (is the cost comparable with other firms), typical market rate for the O&M manual, and Veolia utilizing resources to search for an Engineering Firm to create an O&M Manual. Process and Schedule; call a special meeting, after the Thanksgiving Break if needed.

2. Discussion regarding the replacement of water main (600 or 700 feet) between the Steak House and Firwood Court.

Water and Wastewater Manager Koehne – Provided the details of the replacement of the water main between the Steak House and Firwood Court. There was discussion regarding the location along with a USA request, and to add to the CIP. The Committee recommends Staff to move forward.

3. Discussion regarding the Bi-Annual Well Testing – Findings.

District Water Engineer Shobe – Provided the details of the Bi-Annual Well Testing regarding the preliminary findings (which is done every two (2) years), along with determining how efficient the Wells are running (six (6) Wells in Discovery Bay). There was discussion regarding the locations along with the findings of Well No. 2 (efficiency has dropped off), and that Well No. 2 Rehab should be moved up to FY2018/2019 in the CIP.

**E. FUTURE DISCUSSION/AGENDA ITEMS**

None

**F. ADJOURNMENT**

1. The meeting adjourned at 4:58 p.m. to the next Standing Water and Wastewater Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 11-20-17

<http://www.todb.ca.gov/agendas-minutes>